



Assistant Animal Control Supervisor

Department: Police

EEO Code: 24

Class Code: 2114

FLSA: N

Effective: 01/02/1998

GENERAL STATEMENT OF DUTIES:

Under direction, performs work of moderate difficulty in supervising personnel responsible for implementing the animal control program; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Provides general supervision, technical assistance, and administrative control over a given number of Animal Control Officers assigned to a specific geographical area of the County; assists Animal Control Officers with general patrol functions and related law enforcement activities; makes decisions in difficult situations concerning tactical strategy in order to obtain animal control; schedules personnel and ensures that coverage is maintained; and responds to citizen complaints against Animal Control Officers. Schedules and provides training for personnel; disciplines and evaluates personnel; serves as liaison to other divisions of the Police Department; reviews, corrects, and files all daily activity reports regarding operational needs to Animal Control Supervisor, upon request; investigates and arrests criminal offenders; supervises and directs the operation of the Field Training Program for new Animal Control Officers; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of the practices, procedures, and equipment used in an animal control program; of the laws and ordinances governing animal protection and control; of the care and characteristics of domestic animals; of OSHA standards; of the basic practices and principles of effective supervision. Ability to effectively plan and assign the work of field personnel; to establish and maintain effective working relationships with subordinates, other County personnel, and the general public; to communicate effectively both orally and in writing.

MINIMUM EDUCATION AND EXPERIENCE:

High School Diploma with some course work in Criminal Justice, Business Administration or related field and three years experience in animal control.

ADDITIONAL REQUIREMENTS:

Valid vehicle operator's license.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
